



SCHOOL OF INFORMATION SCIENCES

POSITION: Graduate Student Assistant: Diversity Outreach

Department: (1) School of Library and Information Science

Contract: Beginning Winter Semester 2018, with a start date of January 2, 2018.

Compensation: Stipend = \$18,534 (Per Academic Year)
Full Tuition - Ten (10) completed graduate credits & Winter semester
Two (2) completed graduate credits for Spring/Summer Semester

Health Benefits: Choice of six medical insurance carriers
Delta Preferred Dental Insurance
Vision Care Insurance

Union: Representation by the GEOC (Graduate Employees Organization Committee)

Hours: 20 hours per week (may include an evening and weekends Saturday)

Description:

- Provide outreach and build and maintain relationships with undergraduate programs on campus and surrounding colleges about the value of graduate SLIS studies at Wayne State University with a focus on historically-underrepresented populations
- Participate in the recruitment of prospective students by attending programs, fairs, and open houses in- and off-campus; give recruiting presentations, including oral and PowerPoint, during visits

Participate in the review and development of informational and promotional materials related to student recruitment

- Participate in the coordination of SLIS prospective student information meetings
- Design and produce regular reports to track, document, and measure outreach progress; make appropriate recommendations for future initiatives based on program needs
- Maintain contact with prospective students; provide information regarding School requirements and services
- Assist SLIS administrative team members in the implementation of special projects and events
- Perform other duties as assigned

Qualifications

- Must enroll or be enrolled as a graduate student in The School of Information Sciences (SIS) for the Winter 2018 semester and maintain a 3.0 grade point average.
- One year of related experience in diversity recruiting in higher education, preferred
- Proficient in a variety of computer programs including graphic design software, preferred
- Possess excellent organizational and multi-tasking skills
- Possess strong written and verbal communication skills
- Possess excellent interpersonal and public relations skills
- Strong analytical and problem solving ability
- Ability to meet established deadlines and perform duties independently
- Possess a valid driver's license and willingness to use own vehicle for local travel
- Ability to work and communicate effectively in a multi-cultural environment
- Ability to work a flexible schedule that may include evening and weekend assignments

DEADLINE FOR SUBMISSION: November 19, 2017

Submit resume and cover letter as PDFs at: <http://sis.wayne.edu/diversity/gsa.php>. Applications will be accepted until **November 19, 2017**. If already attending SIS courses, the cover letter should include a summary of completed courses and anticipated graduation date.

Wayne State University is an equal opportunity employer. No person will be discriminated against in employment because of race, color, religion, gender, national origin, age, disability, familial status, marital status, arrest record, height, weight, sexual orientation, qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans and other protected veterans, or any other characteristic protected by applicable federal or state law.